Maricopa County Department of Public Health Dietetic Internship Program

Prior Assessed Learning Portfolio (PAL)

Instructions for WIC Track Applicants

Policy

The Maricopa County Department of Public Health Dietetic Internship WIC Track
participates in the Prior Assessed Learning (PAL) program recognized by the Academy of
Nutrition and Dietetics (AND).

Purpose

- The PAL will allow WIC track internship applicants to receive credit for supervised practice hours completed in their WIC clinics and any other paid dietetic experience.
- Hours from previous dietetic related work experiences can be applied to be counted towards the 1248 total supervised practice hours required by the MCDPH WIC Track internship curriculum.
- Credit for a maximum of 120 hours of the applicant's prior learning experiences may be given.

Policy Standards

- Applicants to the MCDPH WIC Track must complete the PAL Portfolio in order to be considered for acceptance into the program.
- Credit may be granted after the dietetic internship program directors review the submitted PAL Portfolio.

Procedures

- The PAL portfolio, resume, and supporting documents must be submitted on a USB drive submitted in the mail with the internship application payment. If the applicant provides a padded self-addressed envelope (postage not necessary), the USB drive will be returned.
- Applicants must organize their PAL Portfolio using the template provided named <u>PAL</u> Portfolio Template.

The submitted USB drive must include the following files:

- ☐ PAL Portfolio (use the PAL Portfolio Template), which must include:
 - Introductory Letter
 - Must contain applicant's name, address, phone number(s), email address and a brief description of how prior dietetic work experiences provide advanced knowledge and skills for a dietetic professional.
 - References
 - All previous dietetic work experiences must include a reference person to be contacted for verification.
 - ACEND Learning Objectives & Competencies Table
 - Learning Objectives & Competencies are objectives that will be completed by all interns throughout a dietetic internship. Previous dietetic work experience may have already provided applicants with advanced knowledge related to certain Learning Objectives & Competencies, which can be credited for up to 120 hours.
 - The table allows applicants to organize previous dietetic-related work experiences into applicable Learning Objectives & Competencies. It is not required to report an activity for every competency.

☐ Resume

 This will be used by the evaluators as a reference when assessing previous dietetic work experience.

☐ Supporting Documents

- The naming of each file and document within the USB drive is imperative. Be precise and exact. Begin the file name with the name of the supporting document. Then use an underscore prior to adding the location's name. Finally add another underscore prior to the applicant's last name. For example:
 - SOAPNote1_PimaWIC_Strembel
 - SOAPNote2_PimaWIC_Strembel
 - DietBoard_PhxVA_Strembel
- **Do not submit** job descriptions, referral sheets, handouts, etc. **unless they were** created by the applicant.
- Supporting documents can be an evaluation from a supervisor, a signed statement of the applicant's activities, or other written documentation of activities.

- Supporting documents can be samples of projects, reports, presentations, TGIF/SOAP/PES notes, and professional practice that demonstrate advanced knowledge and skill in dietetics.
 - All TGIF/SOAP/PES notes from HANDS must maintain confidentiality of the clients. It is imperative that applicant's follow steps 1-7 below when submitting HANDS notes:
 - 1. Copy TGIF/SOAP/PES note from HANDS by using print screen and pasting into a Word document.
 - Crop the screen shot you have pasted into the Word document so that only the SOAP note is visible (e.g., crop out active record from screen shot)
 - 3. Print the Word document and do not save it.
 - 4. Black out any other client identifying information from the printed screen shot (e.g., name, ID) with permanent black marker.
 - 5. Scan the blacked out hard copy to create a PDF document.
 - 6. View the PDF to make sure there is no visible identifying information and this PDF can now be saved and used for your PAL Portfolio.
 - 7. Shred the hard copy of the blacked out Word document you printed.

Important Reminders

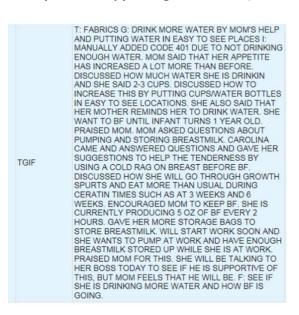
- The evaluators will be looking for the quality and value of the previous work experience.
- Not every experience may be awarded credit. Trainings you attended do not count towards prior learning credit. Volunteer experience will not be given credit.
- All materials must be typed and presented using the template provided.

Examples 1-3 on the following pages may be used as a guide to complete the PAL portfolio

Example 1

Learning Objective/ Competency	Activity Completed to Achieve Learning Objective/ Competency	Date(s) and Location(s)	Hours Spent	Supporting Document Name (saved on flashdrive)	What I Learned
CRD 3.1.a Assess the nutritional status of individuals, groups and populations in a variety of settings where nutrition care is or can be delivered	Assessed client's height, weight, hemoglobin levels, medical, nutritional and environmental factors and educated clients on how to minimize nutritional risks through healthy lifestyle habits and good nutrition.	01/01/13 – 03/03/15, Pima County WIC	120	SOAPNote1_Pim aWIC_Strembel	I learned how to affect behavior change in clients by using a participant centered assessment and how to document my assessment and conversation with the client to enable further follow-up by the next WIC Nutritionist.

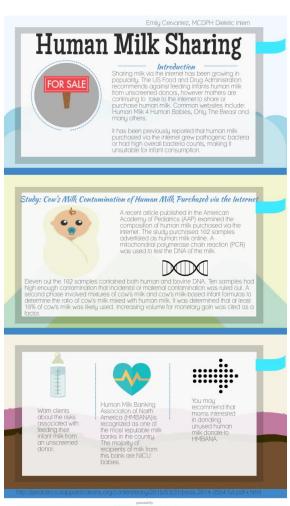
Example 1 of Supporting Document (SOAPNote1_PimaWIC_Strembel)



Example 2

Learning Objective/ Competency	Activity Completed to Achieve Learning Objective/ Competency	Date(s) and Location(s)	Hours Spent	Supporting Document Name (saved on flashdrive)	What I Learned
CRD 2.2	Developed human milk	5/5/15,	1	MilkSharing_Mari	I learned to
Demonstrate	sharing infographic	Maricopa		copaWIC_Stremb	create accurate,
professional	discussing concerns with	County WIC		el	evidence-based
writing skills	purchasing human milk				nutrition
in preparing	from sources other than				material that
professional	milk banks.				was appropriate
communica-					for the target
tions					audience's
					education level.

Example 2 of Supporting Document (MilkSharing_MaricopaWIC_Strembel)





Example 3

Learning Objective/ Competency	Activity Completed to Achieve Learning Objective/ Competency	Date(s) and Location(s)	Hours Spent	Supporting Document Name (saved on flashdrive)	What I Learned
CRD 3.2 Demonstrate effective communications skills for clinical and customer services in a variety of formats	Created a PowerPoint and accompanying documents for presentation regarding "Eating Healthy on a Budget" for WIC staff	11/11/14, Greenlee WIC	10	EatingHealthyO nABudgetPPT_G reenlee_Strembe l	I learned how to keep my co-workers engaged by presenting a topic that was of interest to them and information that they could share with their clients.

$\textbf{Example 3 of Supporting Document} \ (\textit{EatingHealthyOnABudgetPPT_Greenlee_Strembel})$

